

## **PARTICIPATION & ACCEPTANCE PROCEDURES FOR FOREIGN EXHIBITORS**

### **STEP 1: SUBMISSION OF APPLICATION**

#### **1. WHO ARE QUALIFIED TO PARTICIPATE?**

- 1.1 Foreign-owned companies registered as manufacturing, exporting or trading firm based outside the Philippines.
- 1.2 Duly-registered Philippine-based foreign companies with established production capacity and with good product design and quality exhibiting non-Philippine made products.

#### **2. CLASSIFICATION OF PARTICIPANTS**

- 2.1 INDIVIDUAL EXHIBITOR: Foreign Company applying independently
- 2.2 PART OF A COUNTRY PAVILION: Part of a block participation featuring products from one country endorsed by a Trade Association, Trade Promotion Organization, Trade Ministry or Embassy. Individual application form of each company joining said pavilion will be required. Each company will go through the application process.

#### **3. PRE-QUALIFICATION REQUIREMENTS**

- 3.1 Products must be of quality that conform to the standards of international design shows.
- 3.2 Must have not violated any rules of the show according to the Manila FAME Table of Violations and Sanctions.
- 3.3 Must have no outstanding balance and is able to submit complete reports and/or required forms in connection with previous participation in Manila FAME.
- 3.4 Must have an active email address.
- 3.5 Must have an active website.
- 3.6 Must present proof of products to be promoted.

#### **4. APPLICATION REQUIREMENTS**

- 4.1 Fully accomplished Application Form
- 4.2 Product Profile (product photos and product list)
- 4.3 Company Website
- 4.4 Booth Concept

- 4.5 List of Members / Participating Companies (if Trade Promotion Organization, Trade Association or Government)

## **STEP 2: PARTICIPATION APPROVAL**

### **1. APPLICATION AND ACCEPTANCE PROCEDURE AND GUIDELINES**

- 1.1 Only duly submitted Application Forms with required documents will be accepted and processed by the Manila FAME Secretariat.
- 1.2 "Sister companies" or companies applying under a group / organization / association should file individual application forms.
- 1.3 An application may still be accepted after the prescribed deadline, but will be processed subject to space availability.
- 1.4 A Contract of Participation shall be sent to a qualified applicant together with the invoice.
- 1.5 The copy of the layout and corresponding booth allocation will be sent only upon submission of signed contract and payment of the reservation fee. The Contract shall be binding after it has been signed and submitted to Manila FAME Secretariat together with the reservation fee
- 1.6 Complaint/s against an applicant found valid after due process shall be a valid ground for cancellation of the approval and forfeiture of payments in favor of CITEM.

## **STEP 3: PAYMENT OF PARTICIPATION FEE**

### **1. PARTICIPATION FEES AND ENTITLEMENTS/NON-ENTITLEMENTS**

- 1.1 The Participation fee includes:
  - a. For Raw Space Option:
    - 1. Raw Space;
    - 2. ID badges (number depends on booth size);
    - 3. Inclusion in the Exhibitor Listing;
    - 4. Complimentary Pass;
    - 5. Complimentary Manila FAME Bag;
    - 6. Access to Exhibitors Lounge
  - b. For Booth Package Option:
    - 1. Raw Space with Upgraded Booth System;
    - 2. Booth Amenities (Name board, 1 table and 2 chairs, 1 convenience outlet, lights, carpet, display shelves);
    - 3. ID badges (number depends on booth size);
    - 4. Inclusion in the Exhibitor Listing;
    - 5. Complimentary Pass;

- 6. Complimentary Manila FAME Bag;
- 7. Access to Exhibitors Lounge

1.2 Participation fee does not entitle an exhibitor to the following:

- a. Cost of booth construction (if raw space)
- b. Cost of additional security during the fair proper;
- c. Stand cleaning;
- d. Interior fittings;
- e. Handling of exhibit items from the point of origin to the exhibitor's booth before and after the fair;
- f. Facilities for storage of empty packing materials or additional exhibit items which are not allowed entry during the fair proper.

## 2. TERMS OF PAYMENT AND PAYMENT GUIDELINES

2.1 After submission of signed application and contract agreement form, reservation fee equivalent to 50% of the participation fee must be paid to reserve the preferred booth space. CITEM shall issue invoices for the company's reservation fee and participation fee once application is approved.

2.2 Pay via wire transfer / remittance in CITEM's Philippine National Bank (PNB) Dollar Account.

Bank : **Philippine National Bank**  
 Account Name : **CITEM**  
 Dollar Account No. : **373-487-7000-58**  
 Swift Code : **PNB-MPHMM**  
 Address : **Roxas Blvd., Pasay City, Metro Manila Philippines**

a. Fill out the form provided by the bank.

**b. The exhibitor shall pay any bank charges for the wire transfer / remittance.**

c. Immediately after payment, fax/email a copy of the bank-validated Bills Payment Slip to CITEM to facilitate issuance of the Official Receipt and reconciliation of the daily collection report.

2.3 Pay via Direct payment to CITEM's cashier in cash. If company will pay in the Philippines, the applicant shall present the Invoice to the CITEM cashier upon payment for issuance of an Official Receipt.

2.4 Remittance of payment will be based on the date and time of remittance to the bank, as evidenced by a proof of payment to be submitted by applicants to CITEM. This shall be the basis for qualification to discounts, if any.

2.5 Surcharges shall be levied and discounts recalculated (if any) for late payments, based on the specified rates and deadlines.

2.6 No refund of participation fee shall be granted to the exhibitor in cases of withdrawal/cancellation after the set deadlines, no-show or postponement

due to force majeure, such as war, imposition of special government measures, strike/lock-out, fire or some other incidents beyond the control of CITEM.

- 2.7 A "NO FULL PAYMENT, NO INGRESS POLICY" shall be implemented during ingress/move in. Participant with pending accounts with CITEM shall not be allowed to ingress/move in unless said accounts are settled.

## **STEP 4: BOOTH ALLOCATION & CONSTRUCTION**

### **1. BOOTH ALLOCATION/ASSIGNMENT**

- 1.1 The Venue shall be styled and curated by CITEM. Companies using the standardized booth systems, and those open to retail selling, shall be placed side-by-side at a determined area for a cleaner and more organized look.

**6 sqm – Applicable for group/country pavilion only with minimum of 6 participants. Total space must be divisible by 9 (e.g. 36 sqm, 54 sqm, 72 sqm)**

**9 sqm – No raw space unless part of a group/country pavilion. The use of upgraded booth system will be required.**

**18 sqm & Above – Raw space will be allowed but with CITEM's approval of booth design will be required.**

- 1.2 **Booth space will not be reserved / allocated to the exhibitor until Reservation Fee (equivalent to 50% of participation fee) is paid.**
- 1.3 **CITEM reserves the right to determine the allocation, size, and assignments of spaces taking into consideration the following, but not limited to, the thematic presentation, curatorial considerations, product presentation, and any other reason deemed important by CITEM to the overall image of the show.**
- 1.4 "Sister companies" under the same or similar product categories shall be given separate booths subject to space availability. Otherwise, they should share a booth.

### **2. BOOTH CONSTRUCTION**

- 2.1 **Corner booths/island booths should be kept open to main aisles. Absolutely no walls should be installed.**
- 2.2 If the company needs perimeter walls, a maximum of 1/3 of each open side can be used for wall or wall display.
- 2.3 Those needing booth design assistance may ask CITEM for a meeting with the CITEM Exhibition and Design Division (EDD), subject to applicable fees and availability of schedule.
- 2.4 Exhibitors are obliged to seek CITEM's approval for the company's booth design at least one month before the first day of ingress. Only booths with designs approved by CITEM will be constructed at the exhibition hall.

### **3. PRODUCT DISPLAY**

- 3.1 Exhibitor shall display only products (or design) that do not violate nor infringe copy right, patent or trademark regulations as defined by the IP Code or RA 8293 as well as international laws on design.
- 3.2 Products to be displayed in the booth are labelled in the name of the exhibitor.
- 3.3 CITEM reserves the right to exclude, at any time, exhibit items that do not conform to the product coverage.
- 3.4 Exhibitors are strictly prohibited neither to share their booth/spaces to their sub-contractors nor to accommodate/display the products of subcontractors in their booth.

### **4. SUBLEASING**

- 4.1 Sub-leasing of booth is defined as the assignment of the whole booth, or a portion thereof, by an approved exhibitor to another company whose application has been disapproved or who has not undergone the application and screening procedures.
- 4.2 Sub-leasing of booth to a subcontractor, supplier, designer, prototype maker, etc. is strictly prohibited. The contract to participate in Manila FAME is strictly between CITEM and the approved exhibitor only.
- 4.3 Product specialists/designers with individual booths or special display areas who have designed for non-participants should in no way carry the items produced by the latter, unless these products are carried under the brand of the product designer/approved exhibitor.
- 4.4 An exhibitor found not to comply with the rule on sub-leasing shall be sanctioned based on the Table of Violations and Sanctions.

## **OTHER CONDITIONS TO CONSIDER**

### **1. WITHDRAWAL FROM PARTICIPATION**

- 1.1 Once an applicant has been accepted as an exhibitor, withdrawal from participation shall be allowed within acceptable dates. Refund of participation fees shall not be allowed beyond the set deadline of withdrawal.
- 1.2 Withdrawal of participation in no less than 60 days prior to the duration of the Exhibition shall be allowed upon submission of written request for cancellation. The acceptance of such notification will constitute the following:
  - a. Cancellation of Space Application;
  - b. Forfeiture of all payments made in favor of CITEM; and
  - c. Imposition of corresponding penalties, based on the following:

- i. Acceptance of the written notice of cancellation / withdrawal 75 days prior to the duration of the show is subject to a cancellation fee equal to 50% of booth space rental payment or the reservation fee.
- ii. Acceptance of the written notice of cancellation / withdrawal 60 to 74 days prior to the duration of the show is subject to a cancellation fee equal to 100% of the booth space rental payment. This also applies to other forms of withdrawal, e.g. abandonment, no show, cancellation at any given time or period.
- d. No withdrawal shall be accepted after the deadline indicated in the contract.
- e. Withdrawal without notice and/or with two weeks prior to ingress dates is considered a NO SHOW, with the corresponding sanction as indicated in the Table of Violations and Sanctions of the Exhibitors Manual.

## **2. COMPLIANCE WITH LEGAL LEGISLATION**

- 2.1 Any exhibitor that takes part in the Manila FAME must abide by the legislation laws of the Philippines or any of its political sub-divisions.
- 2.2 The exhibitor, shall, likewise be solely responsible for observing and complying with the said laws for obtaining consent, approvals, authorities, licenses and the like, as may be required in relation to its participation in the Manila FAME.

## **3. ADDITIONAL RULES AND REGULATIONS**

Additional rules and regulations to be issued by CITEM through its circulars and bulletins shall legally form part of this set of application and acceptance procedures.

## **4. AMENDMENT OF REGULATIONS**

CITEM may amend these regulations and their terms owing to unavoidable circumstances. Exhibitors must agree to such amendments and commit to observe them. Exhibitors will be furnished copies of any notice of amendments.